

**ENGINEERING AND RELATED SERVICES  
JUNE 16, 2015**

**CONTRACT NO. 4400006010  
STATE PROJECT NO. H.972158  
F.A.P. NO. H972158  
OFF-SYSTEM BRIDGE FILES AND LOAD RATING ENGINEER  
STATEWIDE**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on DOTD Form 24-102 (24-102), “Professional Engineering and Related Services”, revised November 2011, from Consulting Firms (Consultant) to provide engineering and related services. **Consultants who are a Louisiana or foreign LLC or corporation should be appropriately registered with the Louisiana Secretary of State, as contemplated by Title 12 of the Louisiana Revised Statutes, and with LAPELS under its rules for FIRMS. If a Consultant fails to place itself in good standing in accordance with those provisions, it may be subject to consequences contemplated in Title 12 and/or the LAPELS rules. All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met and the Prime Consultants shall be registered with the Federal Government using SAM.gov at the time of submittal. One Prime-Consultant will be selected for this Contract.**

DOTD employees may not submit a proposal, nor be included as part of a Consultant’s team.

**Project Manager – Dana Feng**

**Sub-Consultants will not be considered in this selection.**

All inquiries concerning this advertisement should be sent in writing to [hadi.shirazi@la.gov](mailto:hadi.shirazi@la.gov) and [heather.huval@la.gov](mailto:heather.huval@la.gov).

**PROJECT DESCRIPTION**

The selected Consultant will assist the Bridge Design Section Bridge Load Rating gang with completing the requirements for metric no. 13 – load rating and metric no. 15 – bridge files for the National Bridge Inspection Standards (NBIS) 23 FHWA Metrics for the Louisiana Statewide Off-System Bridge Load Records and Bridge Load Rating. This includes collection of final construction plans, as-built bridge plans, bridge fabrication plans, bridge load rating calculations, bridge design calculations, material data, and managing any future consultant contracts to provide this data. Provide Quality Control review over the bridge files and bridge load ratings and assist with coordination of electronic file storage at DOTD for the files and load ratings. Provide new load ratings for bridges missing this information, develop and manage future consultant contracts as needed to provide any new load ratings needed and any missing bridge files. Provide

coordination with the files and load ratings that will be collected from the various off-system bridge non-state local owners such as the 64 Louisiana parishes, various municipalities and other local owners. Provide and coordinate archiving in an electronic format for all bridge files and bridge load ratings.

## **SCOPE OF SERVICES**

The services to be rendered for this Project shall consist of the following:

The Consultant shall assist the DOTD Bridge Design Section Load Rating Gang in meeting full compliance for the requirements of Metric no. 13 - load rating and Metric no. 15 - bridge files for the National Bridge Inspection Standards (NBIS) 23 FHWA Metrics and Title 23 CFR Part 650.313 for all Louisiana statewide Off-System (non-state owned) Bridges.

Louisiana currently holds a status of conditional compliance. The conditions include an agreed upon Plan of Corrective Action (PCA). The scope of the services are aimed at fulfilling's the commitments made in the PCA such as all bridges will have a load rating. The load ratings need to reflect current bridge conditions and the calculations need to reflect the characteristics of the bridge structural elements as depicted on bridge records. In order to achieve these goals, the Consultant needs to:

1. Collect any and all bridge file records from the Off-system bridge owners such as as-built bridge plans, final bridge plans, shop drawings, bridge material data, bridge load rating calculations, and bridge design calculations.
2. Once the data is collected form the Parishes and other local owners the Consultant will assist DOTD with reviewing the data with the goal of affirming the load rating on record or establishing whether sufficient details are available to arrive at a load rating for the bridge in question
3. In the cases where sufficient data has been made available, the Consultant will load rate those bridges and where necessary create and manage engineering contracts aimed at load rating these bridges.
4. For the bridges where records are not sufficient and an appropriate load rating cannot be obtained using the classical method, the Consultant is to assist the DOTD in creating and managing engineering contracts aimed at arriving at a load rating using the load testing approach or similar technology.
5. The Consultant will also provide quality control review over the collected bridge files, bridge load ratings and/or design calculations and implement the electronic storage of all documents in the required DOTD areas.

The Off-system Bridge files local owners consist of 176 distinct owners reporting mostly to the 64 Louisiana parishes engineering division. It is estimated there are approximately 3,400 off-system bridges excluding timber bridges, pipes and culverts with bridge load ratings that require validation. Bridge substructures such as pile bents shall also be load rated as per the current Policies and Guidelines for Bridge Design Load Rating and

Evaluation. It is not currently known how many of the bridges do not have available as-built, final bridge plans or load ratings.

#### **A. GENERAL**

1. The Consultant will be required to work from the DOTD Bridge Design office location in Baton Rouge in office space and office equipment provided by LA DOTD. Travel is required throughout the state to coordinate all tasks. Transportation provided by the Consultant for all travel requirements.

#### **B. NOTIFICATIONS AND MEETINGS**

1. The Consultant shall provide written and verbal notification to each local bridge owner of the FHWA metric requirements to request all available existing bridge files and existing bridge load rating and/or design calculation information for each bridge. Each bridge owner shall submit this information to the DOTD Bridge Rating Engineer in an electronic pdf format or Engineer may assist with scanning the documents to the proper pdf format if needed.
2. The Consultant shall coordinate the notifications requests, follow-up on the requests, arrange and lead meetings to solve issues and answer any questions for off-system bridge files and load ratings from the DOTD Load Rating gang, DOTD Districts, DOTD Bridge Maintenance Section, local owners (parishes, municipalities, etc.) and local owner's consultants or other entities. If a meeting is needed, it may take place either at the DOTD Headquarters office in Baton Rouge, the DOTD District offices, local owner's offices or local owner's consultant office throughout the state. The Consultant is to establish a current contact list of all local bridge owners (parish engineers, parish maintenance superintendents, etc.) for future reference and use.

#### **C. FIELD INSPECTIONS AND INSPECTION RECORDS:**

1. The Consultant shall review current DOTD Bridge Inspection data and as needed conduct field inspections to gather any information to verify and/or provide data to complete the as-built bridge plans and bridge load ratings for any of the bridges. The field inspections shall be coordinated with the DOTD Bridge Rating Engineer, the applicable DOTD District Bridge Inspection office and the local bridge owner.
2. Transportation to and from the bridge site and bridge access shall be provided by the Consultant. Bridge inspection access may be available from the DOTD District office based on an advance notice for more complex structures with difficult access. Advanced coordination for inspection and access shall be thru the DOTD Load Rating Engineer and the applicable DOTD District Bridge Inspection office. Where necessary create and manage engineering consultant contract to be used on an as needed basis as agreed upon by the DOTD Bridge

Rating Engineer. Provide written monthly reports concerning field inspections and their status.

#### **D. BRIDGE PLAN REQUIREMENTS**

The Consultant shall provide bridge plans (as-built, final construction plans, shop drawings, material data) for all off-system bridges excluding those timber bridges that are the responsibility of our Bridge Maintenance Division, but including pipes and box culverts.

1. For bridge plans and material data received from the local owner.
  - a. The Consultant shall provide Quality Control by reviewing existing bridge plans and material data (concrete strength, steel strength, rebar size & yield) that are sent by local bridge owners, owner's consultant or material supplier and determine if the data is adequate. Coordinate any issues with the local owner to provide missing information or corrections.
  - b. The plan sheets should be arranged in a logical order as per a typical bridge plan set as per the DOTD Bridge Design Manual requirements. Provide plans in an electronic format and coordinate all archiving in DOTD files with the DOTD Bridge Rating Engineer.
  - c. Provide a monthly written report of what is missing from the plans for each bridge and update on a regular basis.
2. For every bridge that has no bridge plans or material data, has some missing plans and/or corrections needed to plans and material data.
  - a. Consultant to provide field verification for those bridges that have been agreed to by the DOTD Bridge Rating Engineer for any missing plan and material information.
  - b. Consultant may also request assistance with DOTD District Bridge Inspection staff, local owner or local owner's consultant for this information. Determine material data (concrete strength, steel strength, rebar size & yield) as needed.
  - c. If needed the Consultant will develop and manage additional consultant contracts to provide any missing information as agreed upon with the Bridge Load Rating Manager.
  - d. Provide a monthly written report for all bridges with no plans and data for each bridge and update on a regular basis.

#### **E. BRIDGE LOAD RATING REQUIREMENTS:**

1. For bridge load ratings received from the local owner.
  - a. Provide Quality Control by reviewing existing load ratings received to determine any corrections needed. Provide written and/or verbal guidance to local owner for corrections needed. If agreed upon by the

Bridge Rating Engineer, corrections may be done internally. All Load ratings shall be stamped by a licensed Louisiana Civil Engineer.

- b. Provide Bridge load rating calculations and/or software output as per the latest version of the AASHTO Manual for Bridge Evaluation and the DOTD Bridge Design and Evaluation Manual. AASHTOWARE Load Rating Software/VIRTIS is preferred to perform load ratings. Provide load ratings in a pdf electronic format and coordinate all archiving in DOTD files.
- c. Review bridge inspection reports and/or conduct field inspections to confirm current bridge conditions for load ratings.
- d. Provide a monthly written report for all bridges with no plans and no data for each bridge and update on a regular basis.

2. For bridge load ratings that are not available from the local owner:

- a. The DOTD HQ Bridge Maintenance Section and District Bridge offices should also be contacted to determine if they do not have any of the load rating calculations available.
- b. Determine the load rating methods (Hand calculations, software, live load test, etc.) to be used for each bridge. As needed, group similar bridges together to provide load ratings if applicable.
- c. For bridges without a bridge rating, the rating shall be performed by the Consultant by using hand calculations and/or use of the AASHTOWARE load rating software supplied by DOTD and in accordance with DOTD Policy and Guidelines for Load Rating and Evaluation. The bridge types will include cast-in-place slab span, precast concrete slab span, prestressed girder, steel girder, movable and various pile bent substructures (timber, concrete, steel, prestressed, etc.
- d. Make recommendations on any bridges or groups of similar bridges that can be rated using a live load test or other similar technology. This may be useful with existing bridges that do not have plans or any material specification data. Where necessary create and manage engineering consultant contract to be used on an as needed basis as agreed upon by the DOTD Bridge Rating Engineer.
- e. Provide bridge load rating calculations and/or software output in a pdf electronic format and coordinate all archiving in DOTD files.
- f. Review bridge inspection reports and/or conduct field inspection to confirm current bridge conditions for load ratings.
- g. Provide a monthly written report for all bridges with no plans and no data for each bridge and update on a regular basis.

## **F. Monthly Reports:**

1. The Consultant shall provide monthly written status reports describing the work being performed and a timeline to perform the work. The reports should include the status concerning the completion of bridge files and load rating. Monthly progress reports shall be prepared by the Consultant and submitted to the DOTD Project Manager to ensure that the project schedule is being kept. The report shall include a progress chart indicating percent of time elapsed and percent of work completed. The report shall also include requested changes in the project schedule. Furthermore, the report may include a discussion of the previous month's progress, problems that were encountered, unresolved issues, and anticipated work for the next month. Report shall be in a format acceptable to the Project Manager.
2. The Consultant shall be proactive as well as reactive during all phases of a project, including tracking and monitoring of progress and coordination/communication with DOTD, Parish/Local Government entity, other consultants, and other stakeholders (if applicable), for avoidance or resolution of all issues.
3. Provide six month written reports on off-system status to FHWA concerning the PCA's to DOTD Bridge Rating Engineer.

## **G. DELIVERABLES**

1. 11" x 17" half size or 22" x 34" full size as-built plans, shop drawings and/or final design construction plans for each bridge in a pdf electronic format. Bridge sheets are to be in a logical order as per the DOTD Bridge Manual and/or as directed by the Project Manager.
2. Existing bridge load ratings in a pdf electronic format including the DOTD Load Rating cover sheet.
3. New Bridge load ratings completed for each bridge in pdf electronic format including the DOTD Load Rating cover sheet.
4. All bridge plans and load ratings to be filed electronically as per the DOTD Bridge Rating Engineer's direction in the DOTD file server area in a logical manner for future archival use and reference.

### **ELECTRONIC DELIVERABLES**

The Consultant hereby agrees to produce electronic deliverables in conformance with the DOTD Software and Deliverable Standards for Electronic Plans document. The Consultant is also responsible for ensuring that Sub-Consultants submit their electronic deliverables in conformance with the same standards. The DOTD Software and Deliverable Standards for Electronic Plans document and DOTD CAD Standards Downloads are available via links on the DOTD web site.

The Consultant shall apply patches to CAD Standard Resources and install incremental updates of software as needed or required. The Consultant hereby agrees to install major updates to software versions and CAD Standard Resources in a timely manner. Major updates of CAD standards and software versions shall be applied per directive or approval of the DOTD Design Automation Manager. Such updates will not have a significant impact on the plan development time or project delivery date, nor will they require the Consultant to purchase additional software. Prior to proceeding with plan development, the Consultant shall contact the Project Manager for any special instructions regarding project-specific requirements.

In the event that any electronic standard conflicts with written documentation, including DOTD plan-development Manuals, the electronic standard typically governs. The Consultant is responsible for contacting the Project Manager should questions arise.

The Consultant shall upload (or check in) electronic deliverables directly into the DOTD ProjectWise repository at each plan delivery milestone. Consultants are responsible for performing certain operations at each milestone including, but not limited to, the following:

- Upload (or check in) CAD plan deliverables to the discipline “Plans” folder
- Apply and maintain indexing attributes to CAD plans (and other deliverables as needed)
- Publish PDF format plan submittals in ProjectWise using automated publishing tools
- Digitally sign PDF format plan submittals in ProjectWise according to DOTD standards and procedures (Final Plans, Revisions and Change Orders). Signatures shall be applied in signature blocks provided with electronic seals and Title Sheets.

Additionally, after reviewing deliverables for each submittal milestone, the Project Manager shall notify the Consultant regarding the availability of two automatically-generated informational reports in ProjectWise. These reports document the completion status and other information regarding indexing attributes and CAD standards. Consultants shall take these reports into account and make any necessary adjustments to plans before the next submittal milestone; or sooner, if directed by the Project Manager.

## **QUALITY CONTROL/QUALITY ASSURANCE**

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established rating policies, procedures, standards, and guidelines in the preparation and review of all rating products. The DOTD shall provide limited input and technical assistance to the Consultant. Refer to DOTD Bridge Design & Evaluation Manual Volume V.

## SERVICES TO BE PERFORMED BY DOTD

In addition to any services previously indicated to be performed by the DOTD, the following services and data shall also be provided, if available.

- Office Space for one Consultant at DOTD Baton Rouge Bridge Design Section, Required to work from this location at DOTD Headquarters in Gang 007, Bridge Load Rating.
- Access to DOTD Bridge Inspection Records thru AASHTOWARE Bridge Inspection Software (PONTIS)
- Access to use of AASHTOWARE Bridge Rating Software (VIRTIS)
- Access to other LA DOTD Bridge Analysis and other Structural Software (As Needed)
- Access to use of DOTD Computer Network, printers, scanners, copying equipment
- AASHTO Manual for Bridge Evaluation, Latest edition
- AASHTO LRFD Bridge Design Specifications, Latest edition
- Copy of latest Bridge Design and Evaluation Manual
- Copy of the latest Bridge Rating Policy Guide
- Assistance from District Bridge Inspectors when available.
- Current DOTD list of status for all off-system bridges (bridge number, parish location, structure type, load rating and as-built plan status).

## CONTRACT TIME

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-to-Proceed (NTP) from the DOTD and shall be completed within **three years** with the option to extend for an additional two years at DOTD's sole discretion. The delivery schedule for all project deliverables shall be established by the Project Manager.

## COMPENSATION

Compensation to the Consultant for services rendered in connection to the contract will be non-negotiated work-hours using DOTD established billable rates for a Professional Civil Engineer at a rate of **\$67 per hour** (for a maximum of 2000 hours per year and a maximum of **\$8,200** per year for travel) for the actual time spent on the project, **\$142,200** per year maximum with a maximum limitation of **\$426,600** for three years.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm> Vehicle rental rates will require prior approval from the DOTD Project Manager.



## **DIRECT EXPENSES**

All direct expense items which are not paid for in the firm's overhead which are needed and will be consumed during the life of the contract must be identified by the consultant during contract development. Standard equipment to be used in the provision of services rendered for this contract will not be considered for payment under direct expenses. Failure to provide the above information will deem items as non-qualifying for direct expenses.

The consultant shall provide a minimum of three rate quotes for any specialty vehicle or equipment. Any and all items for which said quotes are not submitted shall be deemed as non-qualifying for payment as direct expenses.

## **REFERENCES**

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. DOTD Bridge Design and Evaluation Manual
2. DOTD Bridge Design Technical Memorandums
3. DOTD Bridge Load Rating and Evaluation Policy Guidelines
4. Consultant Contract Services Manual
5. AASHTO Manual for Bridge Evaluation
6. AASHTO LRFD Bridge Design Specifications
7. DOTD Engineering Directives and Standards Manual (EDSM)
8. Code of Federal Regulations CFR Part 650.313

Follow link below for the individual reference links:

<http://webmail.dotd.louisiana.gov/ContWEB.nsf/b88769326453bef886256fe00047183a/18fc2860512aba5886257a62006133b8?OpenDocument>

## **MINIMUM PERSONNEL REQUIREMENTS**

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal of the Prime-Consultant shall be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or other responsible member of the Prime-Consultant must be a Professional Civil Engineer registered in the State of Louisiana with specific experience in the following:

- a. Minimum of five years of experience in bridge load rating and/or bridge design with various bridge structure types (reinforced concrete, steel, timber, and pre-stressed).

**Training Certifications/Certifications of Compliance must be submitted with and made part of the Consultants DOTD Form 24-102 for all Personnel Requirements listed herein.**

### **WORK ZONE TRAINING REQUIREMENTS (PRE-CONSTRUCTION SERVICES)**

As part of DOTD's on-going commitment to work zone safety, required work zone training courses must now be taken every four years in order for personnel to remain eligible to work on DOTD projects. For consultants performing pre-construction services (i.e., design, survey, subsurface utility, geotechnical, traffic, bridge inspection, environmental services), appropriate personnel must take these courses. In general, the responsible charge of traffic control plans shall be required to have Traffic Control Supervisor training. For field services performed within the clear zone, at least one member of the field crew shall have Traffic Control Supervisor or Traffic Control Technician training. Consultant should identify all personnel listed in the staffing plan for the project that have completed the appropriate work zone training courses. Current certifications of compliance for this training should be submitted with and made part of Consultant's DOTD Form 24-102. The consultant shall explain in Section 13 of DOTD Form 24-102 how they plan to meet the work zone requirements. However, all requirements shall be met prior to contract execution. It will be the prime consultant's responsibility to ensure their staff and sub-consultants have the appropriate work zone training.

The above requirements are the minimum to perform work on DOTD projects. It is desired that all staff have work zone training as shown below:

Engineers:	Traffic Control Technician Traffic Control Supervisor Flagger
Engineer Interns:	Traffic Control Technician Traffic Control Supervisor Flagger
Field Senior Technicians, Survey Party Chiefs, and SUE Worksite Traffic Supervisors:	Traffic Control Technician Traffic Control Supervisor Flagger

Field Personnel:

Traffic Control Technician  
Flagger

Approved courses are offered by ATSSA and AGC. Substitutes for these courses must be approved by the LA DOTD Work Zone Task Force. Specific training course requirements are:

Flagger: Successful completion every four years of a work zone flagger course approved by the Department. The “DOTD Maintenance Basic Flagging Procedures Workshop” is not an acceptable substitute for the ATSSA and AGC flagging courses.

Traffic Control Technician (TCT): Successful completion every four years of a work zone traffic control technician course approved the Department. After initial successful completion, it is not necessary to retake this course every four years if Traffic Control Supervisor training is completed every four years.

Traffic Control Supervisor (TCS): Successful completion of a work zone traffic control supervisor course approved by the Department. Following an initial completion, traffic control supervisors must either complete a 1-day TCS refresher course or retake the original 2-day TCS course every four years.

ATSSA contact information: (877) 642-4637

### **EVALUATION CRITERIA**

The general criteria to be used by DOTD in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant’s firm experience on similar projects, weighting factor of 3;
2. Consultant’s personnel experience on similar projects, weighting factor of 4;
3. Consultant’s firm size as related to the estimated project cost, weighting factor of 3;\*
4. Consultant’s past performance on similar DOTD projects, weighting factor of 6; \*
5. Consultant’s current work load with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4;\*\*

\* All respondents will receive a 4 in this category

\*\* Location will be based out of Baton Rouge, Louisiana.

### **Complexity Level- normal**

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale

of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

#### Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Hadi Shirazi – Ex officio
2. Dana Feng– Project Manager
3. Arthur D'Andrea
4. Ching Tsai
5. William Metcalf
6. Suba Herath

#### Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. Neither the Consultant, nor any other party on behalf of the Consultant, shall contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

**By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.**

### **CONTRACT REQUIREMENTS**

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

**INSURANCE** - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a “claims-made” basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

**AUDIT** - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who failed to meet all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website ([www.dotd.louisiana.gov](http://www.dotd.louisiana.gov)), will not be considered for this project.

## SUBMITTAL REQUIREMENTS

One original (**stamped “original”**) and **five** copies of the DOTD Form 24-102 must be submitted to DOTD **along with an electronic copy (USB flash drive only) in a searchable Portable Document Format (pdf). If you wish to have your flash drive returned, please include a postage paid, self-addressed envelope.** All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the 24-102, or providing inaccurate information on the 24-102, will be considered non-responsive.

Multiple firms that are listed on a single proposal (e.g., prime consultants as well as listed sub-consultants) will be considered a “Team.” Only one Consultant or Team will be selected for each contract to be awarded pursuant to a Request for Qualifications. A Team may submit more than one proposal reflecting different allocations of work or different combinations of prime and sub-consultants, but in no instance will a single Team be awarded more than one contract from a single Request for Qualifications.

Contract employees may be allowed for a period of time for a particular element or task on a project. Contract employees should be shown in **Section 9a. Project Staffing Plan** with resumes included in **Section 10**.

**Use of contract employees requires prior approval by the Consultant Contract Services Section for each element or task on a project. The approval request shall be made prior to the submittal of the 24-102 form.**

Name(s) of the Consultant/Team listed on the 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The DOTD Form 24-102 will be identified with **Contract No. 4400006010 and State Project No. H.972158** and will be submitted **prior to 3:00 p.m. CST on Thursday, July 02, 2015**, by hand delivery or mail, addressed to:

Department of Transportation and Development  
Attn.: Mr. Hadi Shirazi, P.E.  
Consultant Contracts Services Administrator  
1201 Capitol Access Road, **Room 405-E**  
Baton Rouge, LA 70802-4438 or  
Telephone: (225) 379-1929

## **REVISIONS TO THE RFQ**

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.